



Chesterfield County, Virginia announces the recruitment for the position of **Deputy County Administrator for Management Services**

A great place to

live



work



play



and learn

Living, Learning, Working and Playing in Chesterfield County

Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.



Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2016, the county had approximately 337,000 residents. About 69.3 percent of the population is White, 22.7 percent is Black or African American, 7.6 percent is Hispanic or Latino, 3.5 percent is Asian and 2.5 percent is classified as "some other race." The median age of a county resident is 38 years.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff, and Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2016 public safety workforce statistics include:

- Police department has 606 full-time employees.
- Fire & EMS department has 496 full-time employees.
- Sheriff's Office has 259 full-time employees.
- Emergency Communications Center has 75 full-time employees.

The county's public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority, particularly with 21 percent being eligible for retirement in the next three months.

Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 59,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

Financial Integrity and Stability

Chesterfield County is one of fewer than 25 counties in the nation to hold **AAA ratings from all three major bond rating agencies**. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved **AAA ratings on its revenue bonds from the three top rating services**. The highest of bond ratings recognizes the Utilities Department's excellent financial profile, low debt burden, manageable capital plan and affordable rates as the keys to the department's success.

The county holds both the **Award for Distinguished Budget Presentation** and the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association. The FY2016 budget for the county totals \$1.3 billion, with the two largest components of the budget being the county's general fund (\$785.6 million) and the school fund (\$637.2 million). The county's net assets of approximately \$1.8 billion are distributed throughout the county.

Accessibility

Transportation and Commerce

Chesterfield County's road system is a model of efficiency and convenience, with the county's main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today's traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county's



airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily ac-

cessible, no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

Digital Community

Chesterfield placed first on the Digital Counties Survey for the third time in the past six years. The county has been named among the top 10 counties nationwide five times in the past six years. This award recognizes Chesterfield's innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.



Leaders in Healthcare

Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, The Senior Advocate Office, which serves residents, ages 60 and older, their family members and caregivers and provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.

- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2013, Chesterfield County voters approved a \$304 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth related issues by planning programs and offering policy recommendations to the Board of Supervisors.

Life Long Learning

County Residents

Chesterfield County Public Library (CCPL) is an award-winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county's 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

County Employees

Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,256 county government employees and 7,532 schools employees. Investing in the staff's professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county's mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.

Award Winning County

- Chesterfield County received **10 achievement awards from the National Association of Counties (NACo)** in 2015.
- In 2014, Chesterfield County achieved a ranking of **22 on Training Magazine's Top 125** employers in the nation that provide outstanding employee development opportunities.
- In 2012, for the sixth time, Chesterfield County was designated as one of the **100 Best Communities for Young People** by America's Promise-The Alliance for Youth.
- Chesterfield County received the **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the **17th Best Place to Live in America** by American City Business Journal.
- Chesterfield County received the **Award for Continuing Excellence (ACE)** in 2004.
- In 1994, the county received the **Gold Medallion Senate Productivity Award**.



Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county's chief administrative officer under the board's direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs, and overseeing the conduct of the county's affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.

Chesterfield County Board of Supervisors



Steve A. Elswick
Chairman
Matoaca District



Dorothy Jaeckle
Vice-Chairman
Bermuda District



Christopher Winslow
Clover Hill District

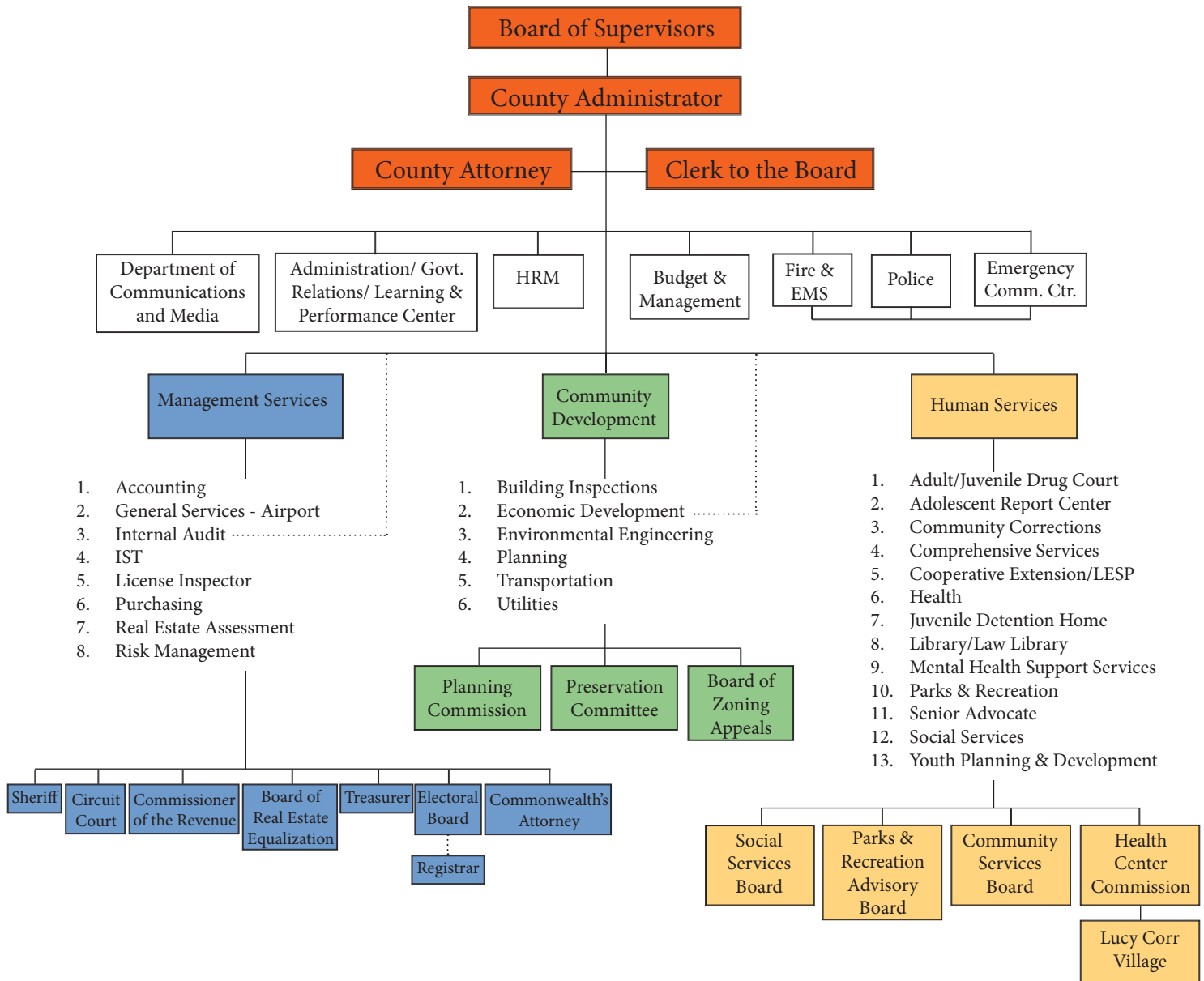


James "Jim" Holland
Dale District



Leslie Haley
Midlothian District

Chesterfield County Organizational Structure



Chesterfield County Strategic Plan

Mission

Providing a FIRST CHOICE community through excellence in public service

Vision

To be an extraordinary and innovative community in which to live, learn, work and play

Values

Results, Innovation, Service, Ethics



Model for excellence in government



Safety and Security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

The Position

Deputy County Administrator

The Deputy County Administrator leads the operations of the Management Services division of county government, which includes the following departments: Information Systems Technology, Accounting, Real Estate Assessments, License Inspection, Risk Management, Purchasing, Internal Audit and General Services. Additionally, the position will coordinate the working relationship between the county and the five constitutional officers (Treasurer, Commissioner of Revenue, Sheriff, Circuit Court Clerk and the Registrar). The Management Services division employs approximately 500 staff members and its departments provide services for the entire county government to include the school system. The Deputy County Administrator advises the County Administrator, recommends policies, and sets priorities for consideration by the Board concerning the provision of programs and services administered by the Management Services division. The Deputy County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication with various sectors of the community, such as the legislative delegation, business community, area governments, and county residents.

The Ideal Candidate

The ideal candidate will be dynamic, innovative and experienced with a variety of governmental services and programs at the senior management level and have a proven record of success in quality and efficient service delivery. The ideal candidate will have a strong financial background as well as extensive knowledge and experience in county government administration.

Professional Skills and Management Style

- Strong and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, an idea person
- Self starter, hard working, and a producer
- Team builder and a people person
- Fair in approach to decision making yet firm in application of policies, rules and laws
- Ability to manage with confidence and courage to do what's right, even in the face of adversity
- Flexible and able to adjust to changing leadership
- Strategic planner/thinker
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with Board of Supervisors, county leadership, regional leaders, community groups and citizens
- Understands diversity, ability to communicate with various constituencies with sensitivity and genuineness
- Willing to be the visible leader of the Management Services staff and clearly understands the role of Deputy County Administrator

Personal Traits

A hallmark of the organization and one of its core values is ethical behavior; therefore, it is demanded in its leaders. The ideal candidate for this position will also possess these personal traits:

- Ethical with high moral standards
- Honest, trustworthy, open and candid
- Loyal
- Accessible and approachable
- Proactive in responding to issues
- Good listener, responsive to county leadership and staff concerns
- Visionary, global thinker, willing to be creative and think outside the box
- Compassionate
- Self confident, tactful, discrete, diplomatic
- Consensus builder

Performance and Expectations

Administrative Ability

Must have demonstrated performance in working with staff to build consensus and the ability to select well qualified and motivated division heads. Excellent communication skills are required, including the ability to listen to and communicate with various segments of the community, while developing a strong relationship with the management services division. The Deputy County Administrator must be willing to devote whatever time is necessary to achieve the goals and guidelines established by county leadership. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important.

Budget and Finance Skills

Ability to successfully manage and understand complex financial information including budgets, documents, automated systems and activities. Strong working knowledge of infrastructure financing, cost estimating and fiscal management principles and procedures.

Human Resource Leadership

Must demonstrate a personality that can communicate the Management Services' goals and needs to county leaders, division heads and county employees. Must be prepared to motivate employees and demonstrate fairness with staff. Should have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

County Administrator/Board of Supervisors Relations

Ability to take time and interest in working with the County Administrator and Board members to keep them informed and explain technical processes. Should be able to adequately inform the County Administrator and Board on a regular and timely basis. The Deputy County Administrator must be able to accept constructive criticism and to implement needed changes incorporating new ideas. Incumbent must be open and honest with the County Administrator and Board and able to present well thought out recommendations to issues and problems which affect the locality. The individual should be able to work closely with the County Administrator to interpret and carry out the Board's adopted vision statement and the intentions and direction of the Board enthusiastically.

Interagency and Multi-Jurisdictional Relations

Must be able to relate to and develop a good working relationship with community-based interagencies and multi-jurisdictional boards and programs.

Future Challenges

Accelerated Development of the County's Non-Residential Tax Base

Chesterfield County has identified expansion of its commercial and business tax base to provide current and future residents with quality jobs as a top priority. County leadership will face the challenge of maintaining and building upon the county's reputation as a business-friendly community and developing and implementing new strategies that place Chesterfield County in a lead position to recruit high quality jobs to the county.

Growth Management and a Changing Community

Chesterfield County continues to grow steadily, and the county's population is becoming more diverse. Household dynamics are also changing, including an aging population and the growth of non-family households. These population changes have significant impact on the type, expectations and nature of public services. As the county matures, opportunities and needs for revitalization of targeted areas are gaining importance. The county will face the challenge of developing and implementing strategies to positively manage new growth and attendant infrastructure needs, particularly those related to transportation; economic development; revitalization; and integrating new residents into the Chesterfield community and governance process. Revitalization efforts should complement the \$318 million school revitalization program.

Maintaining the County's Strong Financial Position

As the needs and demands for services created by a growing population increase, and state and federal support for local government operations continue to decline, the county will be faced with the challenge of identifying potential sources of new local revenues and creative means of financing government services while ensuring that the county's strong financial position is maintained. There will need to be a greater focus on limiting the unnecessary expansion of federal and state government programs to avoid the cost that is often passed on to localities.

Preserving a High Performing, Top-Notch Workforce

Chesterfield County has developed a high performing workforce centered on the principles of total quality management. Like most communities, a large number of county employees are approaching retirement eligibility. Within the next three months, 10 percent of the county's workforce will be eligible for full retirement benefits. While the county has proactively taken on the issue and developed a large number of talent management and succession planning efforts to address the problem, continued emphasis on replacing highly experienced workers will be a significant challenge as the county competes for a limited number of employees in the vibrant economy of the Richmond region. In addition to the challenge of replacing employees who become eligible for retirement, the county also faces the challenge of retaining other quality employees who voluntarily leave to pursue other opportunities.

Qualifications

Education and Experience

- Bachelor's degree in business or public administration, planning or related field is required; master's degree is preferred.
- Minimum of ten years of executive level experience in a comparably sized or larger organization. Public sector management preferred.
- Ideal candidate will have diverse leadership experience and show a high level of interest and successful achievement in public sector management. Background will include strong government finance, technology and other related experience.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System
- Health and Dental Insurance
- Executive Leave Benefit
- Paid Time Off Benefit
- Paid Holidays
- Group Life Insurance
- Professional Development Opportunities
- Short-Term and Long-Term Disability
- Tuition Assistance Program
- Long-Term Care Insurance
- Employee Assistance Program
- Flexible Spending Accounts
- Deferred Compensation

Application Process

The application deadline date is July 15, 2016. **First review of applications will begin on July 1, 2016.**

Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to executivesearch@chesterfield.gov

An extensive background check and pre-employment drug test are required.

An Equal Opportunity Employer Committed to Workforce Diversity

For More Information

Visit www.chesterfield.gov

